

# SCHOOL OF CHEMICAL SCIENCES

MAHATMAGANDHIUNIVERSITY

Priyadarshini Hills, Kottayam-686560

office.scs@mgu.ac.in Phone: 0481 -2731036

Tender No: SCS/02/PF/16/2024

Dated: 05/02/2024

## NOTICE INVITING FOR SHORT TENDER

Professor and Head, School of Chemical Sciences, Mahatma Gandhi University, Kottayam invites sealed tenders in original including all taxes for the supply and Installation of Multi Function Printer - 2Nos from reputed dealers/ firms

1	Name of the Item	Multi Function Printer - 2 Nos (Detailed specifications given in Annexure-1)
2	Earnest money deposit (EMD)	1%of the estimated value.
3	Security deposit/FD/BG	5% of the estimated value
3	Tender submission fee	0.2% of the cost of the equipment rounded to the nearest multiple of 100, subject to a maximum of 25,000/- + GST as applicable
4	Period of supply and Installation	Within 2 Weeks from L/C opening date
	Address	Professor and Head School of Chemical Sciences, M.G. University, Kottayam, Kerala Pin-686560, India
3	Last date and Time of submission of tender with relevant documents.	12/02/2024, 11.00 am
4	Date and time of bid opening	12/02/2024, 11.45 pm

Duly filled up and signed tender schedule along with relevant documents should be sent to **Professor and Head, School of Chemical Sciences, Mahatma Gandhi University, Kottayam** by speed post so as to reach before the date and time specified. The cover containing the document should be super scribed the **name of the Item, tender number and last date of submission** of the tender.

Relevant documents may also be sent to: E-mail- [office.scs@mgu.ac.in](mailto:office.scs@mgu.ac.in)

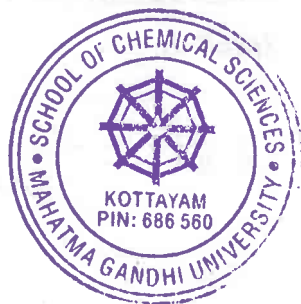
## ELIGIBILITY CRITERIA

1	Bidder should be a company registered in India or Registered Partnership /proprietary firms	Copy of valid registration certificate/Copy of Certificates of incorporation
2	Should not have been blacklisted by any of the Government entities under state / central government.	Self-Certificate
3	The bidder should have a registered number of (i) GST where his business is located ii) Income Tax / PAN number.	Copies of relevant certificates of registration

Further details can be had from the office of **School of Chemical Sciences, Mahatma Gandhi University, Kottayam** Email: [office.scs@mgu.ac.in](mailto:office.scs@mgu.ac.in) on all working days during working hours. If relevant documents through speed post are not submitted with in time, the tenders will not be considered. The undersigned reserves the right to reject any or all the tender without assigning any reason whatsoever.

  
Director

Professor and Head  
School of Chemical Sciences  
Mahatma Gandhi University  
Priyadarsini Hills P.O.  
Kottayam, Kerala - 686 560



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Please see the Annexures

## ANNEXURE-1

### Technical Specifications:

#### Multi Function Printer - 2 Nos

1. Print, Copy, Scan
2. Print Speed: 34ppm
3. Memory : 128MB
4. Duplex Unit
5. Wi-Fi and Network
6. Paper Tray Capacity: 250sheets
7. Processor Speed : 600MHz
8. Automatic Document Feeder
9. Print Resolution : 600x600dpi / 1200x1200dpi
10. Copy Resolution : 600x600dpi
11. Scan Resolution: 1,200x1200dpi
12. Interpolated 19,200x19,200dpi
13. Power Consumption : 475W/6.2W
14. Power Source :220-240V, AC 50/60Hz
15. Connectivity : HSB and Ethernet
16. Support: OS, Windows, Mac, Linux
17. Warranty 3 years

## ANNEXURE-2

### Terms and Conditions

1. Last date of submission of tender along with requisite fee, EMD and all documents is 12/02/2024 11am.
2. The technical bid will be opened on 12/02/2024 at 11.45am.
3. Tenders must accompany a copy of the "Annexure 3 and Annexure 4" section of this document, signed and stamped on each page indicating that they agree to these.
4. Tender form shall be downloaded from the University website ([www.mgu.ac.in/Downloads/OtherForms/Format](http://www.mgu.ac.in/Downloads/OtherForms/Format)) of Tender Form.
5. Earnest money deposit (EMD) and Tender fee should be submitted through online and the payment receipt shall keep with the tender ([www.mgu.ac.in-Online](http://www.mgu.ac.in-Online) Payment-Miscellaneous).
6. All necessary accessories should be supplied with the instrument, as per standard package offered, including complete set of service and operation manuals for diagnosis, trouble shooting, maintenance and electronic circuitry (hard and soft copies).
7. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc must be clearly indicated in the technical bid. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should also be specified in the financial bid.
8. The price of the equipment should be quoted in Indian rupee. The total price of the equipment quoted should be inclusive of GST & other taxes if any; material cost; transportation cost; loading and unloading cost; installation cost; labour charges and all other expenses in whatsoever means.
9. Payment process will be initiated only after supply of items as per tender specifications and satisfactory installation of the items.
10. It will be the responsibility of the supplier to deliver the ordered materials at School of Chemical Sciences, Mahatma Gandhi University, Kottayam. All required materials for satisfactory installation are to be provided by the supplier at their own cost.

**ANNEXURE 3:**

**TENDER FORM PART-I (TECHNICAL BID)**

Date:

From,

M/s. ....

.....

To,

**Professor and Head**

**School of Chemical Sciences**

**M.G. University, Kottayam,**

**Kerala Pin-686560, India**

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Tender and General Terms and Conditions of Contract and other requirement for delivery and complete Installation and Special Conditions of Contract contained herein with this tender document. I/we hereby agree to supply the stores conforming to the tender specifications incorporated in ANNEXURE 1 of the tender document and also agree to abide by your General Conditions of all Contra acts and Special Conditions of Contract contained in the ANNEXURE 2 of the Tender document.

You will be at liberty to accept any or more of the items of stores offered by us and I/we shall be bound to supply you the stores as may be specified in the Purchase Order/Contract.

I/We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of opening of Part-II (Financial bid) of the tender. Deviations to Technical specifications contained in ANNEXURE 1 of the tender documents are detailed in ANNEXURE-A to the tender form while deviations proposed to the General Special Conditions of Contract contained in ANNEXURE 2 are detailed in Annexure-B to this

tender. Price applicable for the stores are indicated separately in a sealed envelope marked as financial bid of the tender.

I/We are also enclosing herewith all the leaflets catalogue etc. pertaining to the stores offered.

Yours faithfully

Stamp and Signature of the Tenderer

**ANNEXURE 4:**

**TENDER FORM PART-II (FINANCIAL BID)**

Date:

From,

M/s. ....

.....

To,

**Professor and Head**

**School of Chemical Sciences**

**M.G. University, Kottayam,**

**Kerala Pin-686560, India**

Dear Sir,

In response to your invitation and as per your tendering and contracting conditions, the prices applicable for the scope of supply contained in ANNEXURE-3 (TECHNICAL BID) of our tender are indicated in the format at annexure "A" to this tender.

We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of actual opening of Part-II (FINANCIAL BID) of the tender.

Yours faithfully,

Stamp and Signature of the Tenderer